

Louisiana Purchasing News

Director's Message *By Denise Lea*

I'd like to take this opportunity to wish each of you a Happy New Year!

The year 2004 promises to be one of continuing change in the field of procurement, as we move forward in the electronic age and as we continue to research new technologies, methods, and trends to promote economy and efficiency to make procurement better. In this issue you will find information on some of those changes as well as updates on many of our contracts and new contracts under development.

You are important to the procurement process. As procurement continues to change, we hope that you will be a part of the changes by sharing your ideas and suggestions with us. Your participation in the process helps us to understand your needs and expectations. Working together as a team, we can better define the right products and services required by your agency.

Another important element to the process is our Louisiana vendors. Don't forget to tap their energies when gathering information about products and services, and be sure to include them in your bid solicitations. They are always willing to contribute to the process. Tell them about our vendor guide on our website and encourage them to enroll in LaPAC. LaPAC enrollment is free and is available from our website also. They can self-enroll in any number of commodity classes and receive e-mail notifications whenever bid opportunities are posted, view solicitations, print, complete and return their bid to the soliciting agency. If your agency is not already using LaPAC to post your solicitations and you are interested, contact us for information.

We look forward to working with you this year. Together we can accomplish great things for procurement in Louisiana.

Office of State Purchasing

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Special points of interest:

- *LA eCat — Louisiana's next installment toward total e-commerce*
- *FY04 Requisition Deadlines/FY05 Requisitions and Orders*
- *Coming Soon — (225) 219-HOW2 (219-4692) for the OSP Help Desk*
- *LaMAS Contracts*
- *OSP releases solicitation for School Furniture Contract*

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OSP Spotlight

Louisiana's Electronic Catalog (LA eCat)

Louisiana's next installment toward total e-commerce

Louisiana's eCat provides an Internet-based shopping tool for placement of contract orders. State agencies and political subdivisions will be enabled to shop via the Internet, create shopping baskets, and place orders online. Existing state contracts established by the Office of State Purchasing will be updated nightly. A variety of search methods is available to the user. Based upon your login, only items that your agency is eligible to purchase will be displayed. Simply enter a quantity by the items and LA eCat will handle the rest. You may shop across multiple contracts for value comparison. When shopping is completed, "checkout" results in orders being created to appropriate vendors. Orders created by AGPS agencies will be placed in AGPS for any required approvals and encumbrance. Orders are then sent electronically to the vendor, and an email is sent to notify them of the awaiting order.

Vendors will have the ability to receive their purchase orders via the Internet by logging into LA eCat, thereby avoiding delays associated with normal mail. If a vendor accepts Louisiana's Procurement Card (LaCarte) for payment, that information can be provided at time of checkout.

Most of the current itemized contracts will be converted for LA eCat shopping. Some of the "catalog" type contracts will become "Punchout Contracts." The Punchout contracts will allow you to enter the vendor's shopping area and create your shopping basket and will transfer that data back into LA eCat. Examples of this type contract are PC

contracts where a configurator is used, office supplies, and tools.

LA eCat is now in the pilot phase and will be available to all agencies soon.

A Summary of Benefits include:

- An Internet Store is created for your shopping convenience
- Easy to use "point & click" order placement
- Intuitive process, no AGPS knowledge needed
- E-mail notification to purchasing of order placement
- Fast and easy order retrieval by vendor
- No delays due to mail
- Built-in order tracking
- Email notification of order waiting
- P-Card Enabled
- NO-COST to agencies or vendors

FY04 Requisition Deadlines/FY05 Requisitions and Orders

Year 2004 Requisition Deadlines

Our deadline for the submittal of current Fiscal Year 2004 requisitions will be March 15, 2004. We are asking your department's cooperation and assistance in closeout by submitting all remaining FY 04 requisitions as soon as possible. This request is made to ensure receipts by June 30th and to facilitate our seasonably heavy workload.

Requisitions submitted after the March 15th deadline will be considered on an exception basis with supporting justification from the department undersecretary or his designee. If late requisitions are accepted and processed by this office, it is with the understanding that the agency will take the necessary measures to carryover FY04 funds or to provide FY05 funds in the event a June 30th delivery requirement is unrealistic and/or precludes competition. Similarly, the mere need to expend funds is an insufficient justification for a short bid. Requests for short bids must be accompanied by the department undersecretary's justification.

Requirements for capital equipment are typically subject to a lengthy procurement process, i.e. pre-bid conferences, agency reviews, long delivery lead times, etc., and should be submitted immediately but no later than close of business February 27, 2004. The Office of State Purchasing hopes to combine agencies' requirements for similar capital equipment to achieve volume pricing and to reduce administrative costs. Vehicle contract orders are due by March 1st to ensure factory delivery prior to June 30th.

Requirements for "routine" equipment and supplies which require bidding should be

submitted as soon as possible but no later than close of business March 15, 2004.

FY2005 AGPS Activity

ISIS agencies may enter FY05 requisitions and orders. New obligations will by-pass the encumbrance process until the new budget is loaded.

Please be advised that delivery cannot be made prior to July 1, 2004. AGPS Text Clause No. S611 should be added to all FY05 bids, which reads:

Any orders resulting from this solicitation will be paid with new FY funds, if appropriated by the legislature. Delivery cannot be made prior to July 1 and your bid prices must be firm for acceptance and delivery accordingly.

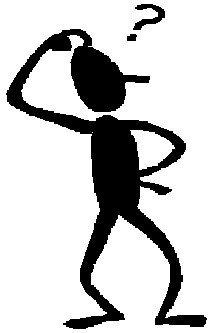
Release of Fiscal Year 2005 Purchase Orders

Each agency shall be responsible for advising this office if a FY05 order is to be held pending budget approval by noting each requisition accordingly (RNTE for ISIS agencies). Unless otherwise instructed, all orders generated by this office will be released upon issuance.

Please distribute this memorandum internally and to your field operations as deemed appropriate. For your convenience, this OSP memorandum may be accessed on our website at www.doa.louisiana.gov/osp under the Agency Center.

If you have any questions, please contact us.

The number is (225) 219-HOW2 (219-4692) for the OSP Help Desk



State Purchasing will soon have a telephone line dedicated to answering procurement questions. That number will be (225) **219-HOW2** (219-4692). The help desk will be a central contact point to ask procurement questions and for non-AGPS agencies to ask questions about the upcoming LA eCat (electronic shopping and ordering tool). The number is (225) **219-HOW2** (219-4692). The help desk will be available from 8:00 a.m. to 5:00 p.m. weekdays excluding holidays. The number is (225) **219-HOW2** (219-4692). Information will be posted on our website when the number has been activated.

State Purchasing's help desk can also be accessed through email. The address is DOA-OSP-HELP-DESK@LA.GOV

In conjunction with the help desk, we will be utilizing a software program to record questions and answers. This will help us in posting frequently asked questions on our website and to enhance our training classes. By the way, did I tell you the the help desk number is (225) **219-HOW2** (219-4692).

We also have OSP@Your Service on our website for agencies to ask procurement questions. That link is www.doa.louisiana.gov/osp/OnlineForms/submit/ospservice.pdf

Purchasing Delegation of Authority

DOTD and the Department of Corrections have each been granted an increased delegated authority of \$20,000.

If your agency is interested in an increase, please review the requirements on our website at: www.doa.louisiana.gov/osp/agencycenter/Memos/Memos-2003/OSP03-13.pdf and complete the questionnaire at www.doa.louisiana.gov/osp/onlineforms/nosubmit/Delegation_of_Authority_Questionnaire.pdf

Education & Training Opportunities



Changes in the Small Purchases Executive Order, including an increased maximum, have brought about increases in the delegated purchasing authority for many agencies. This brings a greater awareness of the responsibility of the agencies to conduct their procurement in a professional, ethical, and competent manner, while strictly adhering to all laws, rules and regulations and/or other mandates. OSP is ready to assist agencies in achieving this objective by offering training opportunities and educational materials.

Purchasing 101, Specification Writing and Contract Search classes are offered quarterly. Please see our website for class information and scheduling.

In addition to training classes, OSP publishes educational materials including the Procurement Handbook, Purchasing Rules & Regulations, a Quick Reference for locating specific sections of statutes or rules & regulations, and a Vendor's Guide, among others. These publications are available on our website, as well as in hard copy.

Our website also includes information and guidelines on some of those procurements which require special procedures (e.g., Vehicles, IT, Travel, Financing, etc.).

For information, contact Llewellyn DeFoe at (225) 342-8020, email: llewellyn.defoe@la.gov

Purchasing Card/Travel Card Programs

Purchasing Card — State Purchasing is pleased to announce that the RFP for the Purchasing Card and Travel Card Services has been awarded to Bank of America — one provider who will manage both programs. We will continue to partner with Bank of America on the Purchasing Card Program and will begin a new partnership for the Travel Card Program.



The Purchasing Card Program will continue as usual and we will begin to migrate to Eagles, Bank of America's web based reporting tool, early in 2004. This conversion will allow real time viewing of cardholder transactions.

We would like to thank all of the participating agencies for their commitment and support to the Purchasing Card Program and encourage all agencies that have not implemented the program to contact the Office of State Purchasing to schedule a meeting to discuss the program and what it can do for you. If you would like additional information on the Purchasing Card Program or to schedule a meeting at your facility, please contact Pam Miller, Implementation Manager, (225) 342-8039, email pamela.miller@la.gov

Travel Card — For the first time in many years there will be a change in the Travel Card Program. There will be a migration from American Express to the Visa Platform with Bank of America. We will begin piloting this conversion in early 2004, and it will be phased in over the next four (4) months. Information about this conversion will be made available in early 2004. All agencies will continue to utilize the American Express Corporate Travel Card Program until further notice.

If you have any questions, please do not hesitate to contact the State Travel Office.

Printing Contracts on the Web

You asked and We delivered.

Tired of searching for the printing contracts? Is it like finding a needle in a haystack? Well, there will be no more headaches when searching for these contracts on the OSP website. This information along with order forms is available on our website at www.doa.louisiana.gov/osp under "Contracts," then click on "Printing Contracts".



If you need help with this task or any other printing question, please feel free to call the new printing buyer, Tammy Grant-Redden, CPPB @ (225) 342-8043, email: tammy.redden@la.gov

Standardized Specifications for Service Contracts

The Office of State Purchasing has standardized **Janitorial Service** as well as **Pest Control Service** specifications. These specifications have been designed to help ensure your agency gets all necessary tasks accomplished. If a bid is requested this year or no additional renewals remain, your agency will be contacted when the requisition is received to complete all necessary information for the specifications. If you have any questions, or would like to review the standard specifications prior to next fiscal year, you may contact Lelia Achée, (225) 342-8048, email: lelia.achee@la.gov

Standard specifications have also been developed for **Security Guard** and **Waste Disposal Services**. These too have been written with the best interest of the State of Louisiana in mind. If your agency would like to receive a copy of the specifications for these services prior to bidding/renewing for next fiscal year, you may contact Linda Swaggerty, (225) 342-9752, email: linda.swaggerty@la.gov

Food Focus



While all agencies work within the same mandated state processes and procedures, each has its own unique practices and needs, especially when it comes to providing food for its clientele.

We are continually researching ways to tailor the procurement of food to meet the individual and unique needs of each agency. But needless to say, what works for one agency may not work for another, particularly in the current budgetary environment.

Recently our office met with an agency and vendors to discuss the agency's mission and goals — particularly with regard to its meat purchases. The open discussion allowed the agency to communicate their needs while having the vendors offer suggestions and ideas on how to best accomplish their goals.

We recognize that the best way for us to understand your needs is for you to tell us. We could continually research what other states and/or agencies are doing, but if we are not meeting our agencies' needs, we have not accomplished anything. With that in mind, we are making plans to host a Focus Group to seek input from you, our most relevant source. By inviting dietitians, food service managers and buyers, we can concentrate on the current process of procuring food, as well as having the opportunity to address your needs, evaluate where we currently stand and where we need to go. The format will be casual with open exchange encouraged.

Those interested in participating in this focus group are asked to contact Brenda Myers, (225) 342-8067, email: brenda.myers@la.gov

NASPO Southeastern States Regional Laboratory

This Office is assisting the State of Arkansas Office of State Procurement, who is the designated lead state for this important initiative. Collective leveraging of the dozen or more southeastern states' purchasing volume of laboratory supplies is expected to result in cost reductions and simplification of ordering procedures for the numerous large and small laboratories scattered throughout Louisiana and the other participating states. Award(s) will be made on a best value basis according to the criteria in the solicitation. Resultant catalog type contracts will provide for an extensive variety of laboratory chemicals, reagents, media, plastic-ware, glass-ware, filters, test kits, apparel and many other items commonly available through a full line supply house with on-line catalog Internet ordering capability. NASPO Cooperative Purchasing Program guidelines are being followed.

The RFP should be issued in February. We will provide the award and implementation period details when this information becomes available. For further information, please contact Roy Paul, (225) 342-8011, email: roy.paul@la.gov

NIGP WEBINARS

The National Institute of Governmental Purchasing, Inc. (NIGP) now offers "Webinars" to educate public purchasers on a wide range of topics. With the use of a computer and telephone, you can attend a live workshop from your desk. Webinars are 90-minute workshops, focusing on current and relevant hot topics. They allow for multiple people from any one agency to benefit from the training. You have the ability to ask questions and interact with the presenter and the other participants from across the country. Offered on a regular basis, this effective use of technology allows you to keep up with changes and the latest developments in the procurement field. Information can be found on their website at <http://www.nigp.org/>

Christmas Spirit



State Purchasing reached out to several families during the holiday season to help make their Christmas brighter.

We provided gifts to a senior citizen in a nursing home, a CASA child, and two other children of a single parent.

On a Personal Note ...

Welcome to our newest employees

Ann Campbell has joined our staff and will be working in the QPAT team. Ann comes to us from the University of New Orleans with an extensive background in purchasing.

Gina Purpera will be working in the team that develops food contracts. Her background includes specification preparation and dietician at the State Police Academy.

Lisa Fleming, CPPB, also joined our staff and has many years in state government procurement. She comes to us from LSU Health Sciences Center. Lisa previously worked at Louisiana State University. Lawn, road and agriculture equipment are some of the products she will be buying.

With sympathy

As many of you already know, Irv Wooters passed away. He is sadly missed, but many fond memories will keep his spirit alive. Our sympathies go out to his family, friends and colleagues.

Sara Grady, CPPB, Retired

Sara retired after 33 years of dedicated state service. We miss her and wish her a wonderful retirement filled with happy days.

Contract Updates

LaMAS Contracts

LaMAS (Louisiana Multiple Award Schedule) contracting is a relatively new program for creating Louisiana contracts based on prices negotiated by the Federal Government in their General Service Administration (GSA). We now have LaMAS contracts in place for Snap-On Tools (Contract No. 405359) and Xerox Multifunction Copiers (Contract No. 405567). We anticipate having this type of contract for Canon Multifunction Copiers soon. Other LaMAS contracts are currently being researched.

The following commodities are open for LaMAS contract consideration:

- Multifunctional Devices with Networking
- Automotive shop Equipment and Supplies
- Hand Tools, Accessories and supplies
- Machinery and hardware, Industrial
- Painting Equipment and Accessories
- Refrigeration Equipment and Accessories
- Welding Equipment and Supplies

The rules and regulations and the procedures for creating this type of contract are posted on our website at www.doa.louisiana.gov/osp/Contracts/lamas/lamas.htm. Agencies and vendors interested in creating LaMAS contracts should contact our office for assistance.

LaMAS contracts are created for convenience. Where multiple contracts are available for like items, agencies should compare costs before making their selection.

Information Technology

State Purchasing is striving to continually assist agencies with their information technology procurements. Effective March, 2003, new rules were adopted which granted advanced approval to agencies for the purchase of software, software maintenance and hardware maintenance up to \$100,000, as well as software support services up to \$50,000. OSP Memo 04-02, issued July, 2003, (available on the OSP website) includes guidelines in an easy reference flow chart as well as a list of terms and conditions which should be helpful in negotiating IT contracts. The new rules have now been officially incorporated into the Purchasing Rules and Regulations as Sections 5501 – 5513.

Master License Agreements for the agencies' use have been recently negotiated with IBM, Microsoft, Computer Associates and Storage Technology. Additional agreements are in the works with Unisys and Oracle, and we hope to have those negotiated soon.

With the support and assistance from the Office of Information Technology, several IT standard contracts have been established. Please note the following:

- Anti-Spam Software Solution, Contract No. 405461
- Anti-Virus Software Licenses, Contract No. 405619
- IBM Solution Enterprise Tape Solution, Contract No. 405539
- StorageTek Solution Enterprise Tape Solution, Contract No. 405540
- Application Platform Suite (APS) Software Set, Contract No. 405466
- Storage Area Network Solution (SAN), Contract No. 405351
- Managed Hosting Services SW Enterprise Agreement, Contract No. 405512
- Enterprise Relational Database Management System, Contract No. 405306

For additional information, please contact Felicia Sonnier, (225) 342-8025, email: felicia.sonnier@la.gov

Microcomputers and Peripherals



Currently there are fifty-two (52) active Brand Name contracts for Microcomputers and Peripherals. There are eight (8) "Catalog" contracts with a direct link from the OSP website to the vendor's Louisiana Contract website.

New Catalog Contracts added in 2003 are:

- IBM (WSCA) – Contract No. 405446
- Versa Systems – Contract No. 405588

Other Microcomputer and Peripherals Brand Name Contracts added in 2003 were:

- Computer Heaven, Contract No. 405310
- Hunt Brothers, Contract No. 405516
- Quik PC, Contract No. 405517
- Fluke Networks, Contract No. 405541
- Kodak (Scanners), Contract No. 405542
- NCS Pearson (Scanners), Contract No. 405334
- Epson Audio Visual Systems, Contract No. 405518

If you have any questions or need help with any of these contracts, please feel free to contact Carolyn Thurston at (225) 342-8028, email: carolyn.thurston@la.gov

Photographic Supplies

The Photographic Supplies Contract No. 405362 has been awarded to Focus Camera, effective April 1, 2003 through March 31, 2004. This contract includes a wide variety of Kodak film, chemicals, and papers.

Contact Margaret Baird, (225) 342-8044, email: margaret.baird@la.gov, if you need assistance with this contract.

Telecommunications



With technological advancements and enhancements changing the products offered in the telecommunications market, numerous new options in personal communication are available. For mobile devices, the three factors that strongly influence the design are size, power and connectivity. New materials continue to reduce the size and weight of systems and allow for features that used to be found only in larger, heavier devices. Improvements in battery capacity and longer times between recharging have increased the convenience of cellular phones. Cell phones now have the ability to take and send pictures, surf the web and send text messages in addition to voice signals. These innovative features may be found in our statewide wireless contracts with these major wireless service providers:

- Alltel (formerly CenturyTel), Contract No. 404546
- Alltel, Contract No. 404776
- Centennial DeSoto, Contract No. 404545
- Cingular PCS wireless, Contract No. 404543
- Cingular cellular wireless, Contract No. 404544
- Cingular Mobitex wireless, Contract No. 405249
- Mobile Tel, Contract No. 404547
- Nextel, Contract No. 404327
- Sprint, Contract No. 404851
- AT&T, Contract No. 404548
- T-Mobile, Contract No. 405326
- Verizon, Contract No. 404549

Of the fifty-five contract titles managed by the Telecommunications Desk, new contracts in place include:

Baton Rouge Metro Cabling, which provides standardization of high performance voice and data cabling for adds, changes and repairs in State buildings in the Baton Rouge area. The Contract Number is 405450 and is managed by the Office of Telecommunications Management.

Telecom Cable and Adapters, which provides standardization of miscellaneous hardware to facilitate adds, moves and changes for standard dial tone and data dial tone statewide. The Contract Number is 405370 and is managed by the Office of Telecommunications Management.

Several long term agreements with Bellsouth have been renewed to maintain service for ISDN service, reduce rates for specific signaling rates (SmartRing), high volume toll plans and volume discount agreements. In the past, these agreements have resulted in documented savings to the State that total in the hundreds of thousands of dollars annually.

For further information, you may contact Tim Kemp at (225) 342-8021, email: tim.kemp@la.gov

Footwear Contracts

Imelda would be so excited! We now have a large assortment of footwear on contract.



In response to the Footwear Survey conducted last year, OSP has expanded and upgraded the footwear offered on state contract. The old standby shoes that have been a staple of this contract are still available. However, the contract now includes both insulated and non-insulated safety-toed shoes and boots, insulated and non-insulated waders and rubber boots, including the popular "white fisherman's boots" you've seen everywhere in South Louisiana. Also included are a number of law enforcement specialty boots favored by State Police and the Military Department, as well as specialty wet environment footwear favored by Wildlife & Fisheries.

The contract numbers begin with 405410 and continue in consecutive order to 405422, then skip to 405429 and 405430. Delivery is 14 days ARO, and the minimum order amount is \$50.

If you need assistance or more information on the Footwear Contract, contact Janis Donaldson, (225) 342-8047, email: janis.donaldson@la.gov

New Office Supply Catalog Contract — Corporate Express Contract No. 405577

Customer involvement and feedback, as well as technological advances have resulted in an updated, more “user friendly” office supplies contract. The newly revised contract went into effect December 1, 2003.

New contract features include:

- **Expanded Core Products List** – The “core” list of most frequently purchased items has been expanded from 133 to 295 brand-specific items. Core items, an exceptional savings opportunity, are discounted up to 90% and are itemized as lines 00002 thru 00297 on the contract.
- **A Single Net Pricing Line -- Contract Line 00001** -- is reserved for net pricing. The implementation of a single net pricing line assures that the correct discount has been applied, thus eliminating the historical pricing errors that have resulted in re-working of orders and delays in shipment. To obtain net pricing, the State of Louisiana Office Supply Net Priced website, which is also sporting a new look, can be accessed at www.eway.com. Also, a net pricing file in CD-ROM or Excel Spreadsheet may be obtained from Corporate Express.
- **Bulk Quantity Ordering** – This provision has been included per our customers’ requests, primarily those agencies with dedicated warehouses. Prices are the same as just in time (JIT), but with an increased delivery period.
- **Exclusions** – The only exclusion from the contract are individual items with a net discounted price over \$1000.00.

- **Louisiana’s Electronic Catalog (LA eCat)** – The office supplies contract will be converted for LA eCat shopping. (See the LA eCat article on page 2 of this newsletter). This contract’s “Punchout” capability will allow you to enter the vendor’s shopping area and create your shopping basket, and will transfer that data back into LA eCat.

The minimum order amount remains at \$50.00. Users should be aware that the \$5.95 shipping charge for less than minimum orders will be systematically added to their order when the order total is less than \$50.00.

If you have questions regarding this contract or need assistance, please contact Augustine Jackson, (225) 342-8018, email: augustine.jackson@la.gov

Household Appliances

The contract for household appliances has been renewed, effective February 1, 2004. Contract information is as follows:

- Sears Contract Sales, Contract No. 405317
- Glindmeyer Distributing Co., Contract No. 405318
- Whirlpool Corporation, Contract No. 405316
- Olinde Hardware & Supply, Contract No. 405319

You will find washers, dryers, ranges, dishwashers, microwave ovens and freezers for household use. You can find the right refrigerator to meet your needs from the 4.3 cu. ft. compact size to the large 21.7 cu. ft. side by side.

Inquiries regarding household appliances may be directed to Margaret Baird at (225) 342-8044, email: margaret.baird@la.gov

Furniture, Storage & Filing Cabinet Contracts



Three Statewide **Modular Furniture Systems Contracts** are in place for your convenience. These contracts are for Herman Miller brand (Contract No. 405088), Haworth brand (Contract No. 404574), and Steelcase brand (Contract No. 405360). Each of these systems includes excellent lines of seating which can be purchased separate from the systems.

If you are a state agency and have a **Spacesaver Mobile Filing System**, Associated Office Systems has a state contract to provide **maintenance** on these systems (Contract No. 405537). The prices on this contract are very good, and the travel charges and up-charges for older systems have been eliminated.

A new contract for **Shelving Lockers, Storage Cabinets and Metal Book Units** became effective on January 1, 2004. This contract is with Atlas Edco, Inc. for the Republic Brand of lockers (Contract No. 405523).

Frost Barber Inc. has renewed the **Vertical and Lateral Filing Cabinet Statewide Contract** for Steelcase Brand units thru Nov. 30, 2004 (Contract No. 405260). Corporate Express has a new contract for **Fireproof Vertical and Lateral Filing Units** on the Fireking brand (Contract No. 405538).



We have released the solicitation for a **School Furniture Statewide Contract**, and anticipate this will begin in March of 2004. We hope to have a full line of classroom and cafeteria furniture. This contract will be set up with a discount off of published price lists. More information will be provided after the contract has been awarded.

Additional information on Furniture, Storage and Filing Cabinet Contracts is available to AGPS users on the KNOA screen, or you may contact John Collins at (225) 342-8031, email: john.collins@la.gov



Elevator Maintenance Contracts

Before you know it, that time of year will be here again. Birds will be chirping, flowers will be blooming, golf balls will be flying and elevator maintenance contracts will be expiring. Just a reminder to start thinking about sending your requisitions to us for renewal or re-bid. Elevator safety is very important, so don't wait until the last minute to get your new contract in place.

In case you aren't aware, there is a standard format for these contracts, and a checklist has been designed to insure that the correct format is followed. If you would like a copy or have any questions, contact Don Fontenot, (225) 342-9200, email: don.fontenot@la.gov

Ammunition / Guns

New contracts for Police and Prison Ammunition, Guns and Miscellaneous Supplies have been awarded. For your information, contract numbers are listed below:

Ammunition and Guns : 404949, 404951, 404952, 405037, 405256, 405259, 405632, 405633, 405634, 405635, 405636, 405637 & 405638

Misc. Supplies: 404937, 404939, 405292, 405627, 405628, 405630, 405631 & 405640

Questions regarding these contracts should be directed to Lelia Achée at (225) 342-8048, email: lelia.achee@la.gov

2004 Model Year Vehicle Contracts



The 2004 vehicle contracts now in place will remain effective until June 30, 2004. Cut-off dates for ordering vehicles vary by manufacturer and will be published on our website as they become available. The majority of the calls we receive are concerning the proper procedure for ordering vehicles on State Contract. Guidelines and instructions, the necessary forms, as well as vehicle types and contract vendor information are all available on our website under Contracts.

If you have any questions or comments concerning any of the vehicle contracts, contact Don Fontenot, (225) 342-9200, email: don.fontenot@la.gov

All Terrain Vehicles



There are currently four (4) manufacturers of All Terrain Vehicles on statewide contracts. Those brands include Suzuki and Kawasaki from Dal-Kawa Cycle Center, Contract No. 405607; Honda from G.N. Gonzales, Contract No. 405608; and Yamaha from Mike's Cycle, Inc., Contract No. 405609.

If you need assistance with these contracts, call Jim Cazes at (225) 342-5258, email: jim.cazes@la.gov

New Brand Name Contracts Lawn Care/Golf & Turf Equipment Agricultural Equipment Industrial Limited Equipment

State Purchasing is in the process of establishing Brand Name Contracts for Lawn Care/Golf & Turf, Agricultural, and Industrial Limited equipment, parts, and accessories.

Industrial Limited Equipment is a new area for brand name contracts, which includes equipment such as mini-excavators, tractor loader backhoes, dozers, etc. The process of establishing these contracts is being initiated as the proper requests are received.

(NOTE: See Procedures for establishing Brand Name Contracts on the OSP website.)

Agencies are cautioned that a letter requesting the establishment of a new brand name contract should only be submitted if they actually intend to purchase that particular brand equipment in the coming year.

The Lawn Care/Golf & Turf, and the Agricultural Equipment Brand Name contracts can only be utilized for equipment, parts and accessories with a dollar value of \$49,999 or less per unit. The Industrial Limited Equipment contracts have been approved for purchases of up to \$69,999 per unit. Any items desired that exceed these respective dollar limits must be competitively bid. Discounts will be the Unit of Measure on each of these contracts. The contractors will be required to submit price lists to agencies, upon their request, for purchase against these contracts.

If you have any questions on any of these contracts, please contact Lisa Fleming at (225) 342-1302, email: lisa.fleming@la.gov

Tires



OSP has established a new statewide contract for the purchase and mounting of tires. The contract number is 405566 with an expiration date of July

31, 2004. Political subdivisions and quasi agencies are permitted to purchase from this contract.

Due to the magnitude of the contract, the following tips may be useful in finding the correct product and pricing for tires:

* To find tires by product code (listed as "Model" in AGPS), go to Contract Search, General Search, "must contain in the Model", enter the 9 digit Goodyear product code, and Search. The Search will show the line item with price, description and size.

Listing of tires may be found by groups & categories.

- Lines 0001-00XXX — Tires, Auto/Trailer, Group A
- Lines 00991-00994 — Mounting, Auto/Trailer, Group A
- Lines 10001-10XXX — Tires, Police Pursuit, Group B
- Lines 10991-10994 — Mounting, Police Pursuit, Group B
- Lines 20001-20XXX — Tires, Light Truck, Bias, Group C
- Lines 20991-20994 — Mounting, Light Truck, Bias, Group C
- Lines 30001-30XXX — Tires, Light Truck, Radial, Group D
- Lines 30091-30994 — Mounting, Light Truck, Radial, Group D
- Lines 40001-40XXX — Tires, Commercial Light Truck, Group E
- Lines 40991-40994 — Mounting, Commercial Light Truck, Group E
- Lines 50001-50XXX — Tires, Commercial Over the Road, Group F
- Lines 50991-50994 — Mounting, Commercial Over the Road, Group F
- Lines 60001-60XXX — Tires, Off Road, Bias, Group G
- Lines 60991-60992 — Mounting, Off Road, Bias, Group G

- Lines 70001-70XXX — Tires, Off Road, Radial, Group H
- Lines 70991-70992 — Mounting, Off Road, Radial, Group H
- Lines 80001-80XXX — Tires, Farm, Group I
- Lines 80991-80996 — Mounting, Farm, Group I
- Lines 90001-90XXX — Tires, Industrial/Specialty, Group J
- Lines 90991-90996 — Mounting, Industrial/Specialty, Group J
- Lines 99901-99904 — Waste Tire Fees (fees may increase/decrease per DEQ)

Pete Jones, telephone (225) 342-0274, email: pete.jones@la.gov, is the contract administrator for these contracts.

Minnesota Multistate Contracting Alliance for Pharmacy (MMCAP)



The State has contracted with Morris and Dickson as the new distributor for the MMCAP Contract. This new contract will be effective May 1, 2004. All agencies shall continue purchasing pharmaceuticals through Cardinal Healthcare, the current distributor, through April 30, 2004. The Office of State Purchasing will soon begin working with Morris and Dickson on the transition phase. Morris and Dickson is a Louisiana based company with two distribution centers located within the State. We are looking forward to a very smooth and effective transition.

If you need additional information, please contact Barbara Rhodes, email: barbara.rhodes@la.gov (225) 342-8035.

Retractable Syringes and Blood Collection Productions

A contract for Vanishpoint Brand Name Syringes and Blood Collection Products has been established. The new Contract Number is 405618, effective date January 1, 2004. The contractor is Lufey's Medical & Surgical Supply, (318) 388-4036.

Please contact Marie Russell at (225) 342-8016, email: marie.russell@la.gov, if you have any questions.

Canned Fruits & Vegetables Federal Guidelines for Certification & Case Markings

Statewide Canned Goods contract numbers are: 405581 – 405584 and 405237 – 405239. These Federal guidelines are also applicable to other Statewide contracts which contain canned goods, as well as to orders bid by your agency.

Personnel accepting deliveries should be aware of the following Federal requirements for imported canned goods:

1. All orders of 50 cases or more require Federal inspection, certification and case markings.
2. Certification The certificate shows the manufacturer and vendor names, delivery city and state, code and label markings and product grade, among other information. The certificate has an “Officially Sampled” stamp which includes the date of sampling. The certificate covers only the lot currently being delivered.
3. Case Stamp All cases covering acceptable lots should also have an “Officially Sampled” stamp and must bear identical code marks that appear on the inspection certification.
4. Date of Pack The certificate date should be not more than 90 days prior to the date the product is received. The product should be the latest season’s pack or crop.

If you have any questions regarding the information above, contact Sally Bollich at (225) 342-8024, email: sally.bollich@la.gov

Bulk Fuel

The current system being used to input, review and report bulk fuel pricing is still in effect. However, the contract for fuel was rebid, and new pricing became effective on January 1, 2004.



State Purchasing receives the OPIS pricing for fuel on Monday mornings. Pricing is input by terminal location and grade of fuel. Please reference the website at www.srch2.doa.louisiana.gov/OSP/fuelbid/fuel.asp for calculated per gallon prices, applicable tax and mark-up. Agencies purchasing fuel should verify pricing at the above referenced site prior to paying the invoice.

Contact Dorothea Young at (225) 342-8022, email: dorothea.young@la.gov, if you need any assistance procuring Bulk Fuel.

Quotables

Only positive consequences encourage good future performances.

-- Kenneth H. Blanchard

The reward of a thing well done is to have done it.

--Ralph Waldo Emerson

Only the limits of our mind-set can determine the boundaries of our future.

— Keith Harrell

New Internet Address for OSP: www.doa.louisiana.gov/osp and State Travel: www.doa.louisiana.gov/travel



New email address format for all State Purchasing Employees:

firstname.lastname@la.gov

Remember to keep your purchasing department's email addresses current on our OSP Agency/Quasi Agencies listserv by emailing any updates to:

OSP_Webmaster@la.gov

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*Your comments, questions and
suggestions are welcome!*